

Report For Week Ending 18 September 1956
For
RECORDS CENTER

During this week the following accessions were made:

COMPT	1 Cu. Ft.
OCR	5 " "
ORR	3 " "
Sub-Total:	9 Cu. Ft.
Finished Intelligence	48 " "
Total:	57 Cu. Ft.
Records Holdings	17,082 Cu. Ft.
Distribution Material Holdings	11,295 " "
Total:	28,377 Cu. Ft.
Distribution Material Disposed of at Center	11 Cu. Ft.
Distribution Material Transferred from Center	46 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "

a. Accessioning

The Chief, LD/CR has submitted a listing of NIS's currently in the possession of the Office of Defense Mobilization (ODM). This listing included 800 different NIS numbers and sections, also there was only one copy of each publication. It was determined that these copies would not be of any benefit to the Center as far as stock levels on NIS is concerned and that destruction of these copies would be more favorable to the Center.

b. Disposal

The Center has received authorization to destroy 51 cubic feet of Graphics Register general and personality Photography accessions bulletins.

The Vital Material Custodian submitted a IBM listing authorizing the destruction of map positives, which are being housed and serviced by the Center, also a listing of map positives to be reboxed and relocated.

c. General

Half of the Center employees will be attending the American University this Fall. Every employee at the Center is striving to obtain a certificate in Records Administration, which requires 30 credit hours.